Draft 2, February 10, 2013

# Project and BDC Closure as part of the CPWF Elegant Ending

From the program planning meeting 22-24 Jan. 2013, we came out with two major interlinked objectives for the **program plan**: a. **Documenting, learning and communication** and b. **An elegant ending.** Under the first one, we will undertake learning and documentation to tell the stories of what we have achieved: better understood problems and challenges, better information on strategies and innovations to address these challenges, insights into using negotiation spaces and mechanisms to contribute to development outcomes. As a result we expect a change in how R4D is developed by development investors, CG Centres and Programs, research and development managers. Under the second objective we will use appropriate means on timely and comprehensive reporting on CPWF achievements, lessons learnt and opportunities for further progress in R4D in order to ensure compliance and accountability to all our partners (donors, CGIAR including IWMI, project partners …). We identified a third one, c. **Continuation strategies for basins,** where the basin teams will take the lead and the program team support basin-led efforts to pursue fruitful and promising opportunities emerging from the CPWF programme of work for further R4D.

The following proposal is part of CPWF’s program team’s two major objectives for 2013, an elegant ending and focuses on Project and BDC Final Reporting. This proposal is for discussion and improvement so that we meet the different needs of our program.

* Agreement that basins are different and we do not want to be too mechanistic about the reporting. Therefore this is the suggestion to which we need to come to an agreement.
* In 2013 there will be no annual report (normally due end of March 2013) nor will there be a six-monthly report (normally due in October 2013) requirement from the program level.
* We are targeting Project and BDC Closure rather than Completion. This allows us to have a closure process within the lifetime of our program so that we can capitalize and benefit from it, rather than a completion process after projects end and the program is officially closed.
* We envision that the Project and BDC Closure reports will cover the following (and as shown in the graph below).

Project Closure should cover two main aspects:

1. Learning, consisting of
   1. the science findings, outputs and project results
   2. project team learning about R4D processes
2. Compliance, consisting of
   1. Final financial expenditure reports, certified by Chief financial officer and audited by an independent auditor acceptable to CPWF Secretariat.
   2. milestones – how the project delivered (a list with comments and links)
   3. all outputs produced by each project team submitted to BLs and up-loaded into program repositories

BDC Closure should also cover two main aspects:

1. Coordination,
   1. BL evaluations of their BDC technical projects, their performance, contribution, and delivery to the overall BDC (captured in the traffic light system along the defined criteria)
2. Learning,
   1. the BDC scientific work: how outputs contributed to outcomes and addressed the overall BDC
   2. the processes and approaches used (covered by each basin institutional history)

* The Project Learning, BDC learning and coordination will be captured in the template previously shared with BLs for feedback.
* Reporting will need to be staggered so that BLs collect all project reports sufficiently early to reflect upon and report on in the BDC closure reporting.
* We propose that Project Closure Reports be submitted between June and August, with the exact timing determined by BLs with PLs. All Project Closure Reports should be submitted by 31 August 2013 to their respective BLs and all BDC Closure Reports to be submitted to the Program no later than 30 Sept 2013. This gives teams still under contract the opportunity to further process reports for internal and external use.
* Collection of all outputs and deliverables will happen at the basin level via the Coordination and Change projects. It is critical that findings, outputs and results are easily available to local, national, regional and global audiences. Each basin is responsible for ‘local’ storage of data and outputs while submitting all to the central repositories, i.e. CG Space and for internal finalized documents Knowledge Tree.
* Project Compliance reporting will be referred to ‘Project Completion Reporting’ as to be consistent with the Standard Clauses and correct reference for the auditors. This has two elements, the financial reports and outputs delivery according to project milestone plans. Both are due latest 30 days after the project contractual end date or upon termination of the project, whichever comes first and will have to be sent to CPWF Program Office, CPWF Finance Officer, Marene Abeyesekere ([m.abeyesekere@cgiar.org](mailto:m.abeyesekere@cgiar.org)) and the Program Director’s Executive Assistant, Sharon Pereira ([Sharon.P@cgiar.org](mailto:Sharon.P@cgiar.org)).



Excerpts from Standards Clauses and Procedures:

**4 Reports and Information Sharing.**

4.05: On completion of the Services, or on reaching the completion date of the Project as identified in the Award Letter, or on termination of the project, whichever is achieved first, a Completion Report is required within thirty (30) days, or at such time as mutually agreed between the Recipient and the CPWF. The content and format of this report should be discussed with the Basin Leader as it forms part of the M&E Strategy of the CPWF.

**8 Payments and Financial Reports**

8.06: … (d) The final instalment of funds shall be a ‘Project Completion Payment’ payable on receipt of an acceptable Completion Report and final statement of project receipts and expenditures covering the full life of the project save for the final instalment of funds. This statement should be certified in the same way as for the six monthly statements as indicated in Clause 8.02 and audited by an independent auditor acceptable to CPWF Secretariat.